

SIKKIM

GOVERNMENT **EXTRAORDINARY**
GAZETTE
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COMMERCE & INDUSTRIES DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK

No. 5/C&I/2019

Dated: 29/08/2019

NOTIFICATION

Whereas, the State Government has taken steps to promote industrialization of the State with a view to provide opportunities for employment generation, raising revenue and the gross domestic production of the State;

And whereas, industrial units located in Sikkim enjoy a range of incentives available under various Government schemes for North Eastern States such as North East Industrial Promotion Policy, 2007 and North East Industrial Development Scheme, 2017;

And whereas, it is found that till date there are no guidelines for inspection by Commerce and Industries Department regarding how to conduct inspection of Industrial Units;

And whereas, it is felt necessary that these units operate at optimum efficiency in the State and national interest to fulfil the objective of industrialization of remote or backward region is secured.

Now therefore, to facilitate inspection and reporting in respect of industrial units, the State Government is hereby pleased to prescribe the following guidelines, namely:-

INSPECTION AND REPORTING PROTOCOL
for Inspecting Officials of Commerce and Industries Department

1. Objectives:-

The objectives of this Protocol are as follows:-

- (i) to guide the Inspecting Officer (IO) to inspect the production lines of the unit with a view to report whether they are under normal operation;
- (ii) to provide uniformity of reporting among different Inspecting Officers and for different units located in different parts of the State;
- (iii) to provide a basis for assessing the functional efficiency of the unit with a view to provide an early warning system to the department of Commerce and Industries Department;

- (iv) to ensure that all regulatory mechanisms are functional;
- (v) to ensure that fair labour and employee welfare practices are being followed by the unit.

2. **Inspection schedule and process:-**

- (i) The Inspecting Officer, (Inspector or any other official so designated) assigned to inspect a unit shall visit it on a regular basis in such a way that every unit under his inspection charge is covered at least once every month. The inspection may be scheduled jointly with other departments of Government tasked to inspect the units or individually but making sure that every unit is covered at least once every month.
- (ii) The inspection shall be scheduled preferably at short notice to the unit, ideally not more than twenty four (24) hours prior to commencement of inspection, on a full working day. Units are expected to facilitate the inspection.
- (iii) The Inspecting Officer shall maintain all norms of conduct as required for employees and workers while inspecting the different plant components, especially with respect to sanitation requirements.
- (iv) The Inspecting Officer is required to begin the inspection from the first point of process workflow and go through the different stages till the last point in logical sequence of production and duly record the observations in the reporting form appended to these guidelines. The Inspecting Officer shall record the number or name of the factory or warehouse for easy identification and location in the reporting form, for which purpose they shall use the number or name given by the unit.
- (v) To collect information the Inspecting Officer may refer to registers or record books etc being maintained by the unit within the factory premises or outside including details of raw material consignments received at the plant site, finished goods transported out, details of hazardous or non-hazardous wastes generated with time period, details of disposal of wastes and other such information apart from labour related information. Any comment, favourable or otherwise, which is found recorded by any other authority since the date of the last inspection should be reproduced in the report in form appended to this guideline.

3. **Reporting of Unit functioning:-**

- (i) The Inspecting Officer shall submit a report of his inspection details in the form appended herewith at Annexure I to the General Manager of the District Information Centre with a copy to the Director of Industries for scrutiny, action and/or record. He shall also retain a copy of the same in his office.
- (ii) The details of "Machinery" to be reported upon shall be for each major unit of machinery involved in the manufacturing process and number of pages as necessary may be added at the end of the form.

If a major unit of machinery is not in operation on the day of inspection but is operated on other days this may be recorded as "Not operational" and if a major unit of machinery is shut out permanently then it should be reported as "Not working".

**INSPECTION AND REPORTING FORMAT FOR COMMERCE& INDUSTRIES
DEPARTMENT**

- 1 Name & Address of the Factory :-
- 2 Registration Number :-
- 3 Date of Signing of MOU/MOA :-
- 4 Name of the Plant Head :-
- 5 Items Being Manufactured :-
- 6 Number of Person Working in the Factory at the Time of Inspection :-

| Employee Detail | Company Pay Roll | | Contractual | | Total |
|-----------------|------------------|-----------|-------------|-----------|-------|
| | Local | Non Local | Local | Non Local | |
| Male | | | | | |
| Female | | | | | |
| Total | | | | | |

| Employee Detail | Managerial | | Skilled | | unskilled | | Total |
|-----------------|------------|-----------|---------|-----------|-----------|-----------|-------|
| | Local | Non Local | Local | Non Local | Local | Non Local | |
| Male | | | | | | | |
| Female | | | | | | | |
| Total | | | | | | | |

7. Wages (Monthly):-

| | Skilled | Semi Skilled | Unskilled |
|-------|---------|--------------|-----------|
| Wages | | | |

8. EPF Being paid :-
9. Amount of Power as per Licence :-
10. Amount of Power Installed :-
during the Inspection
11. Whether Effluent Treatment Plant Installed :-
12. Status of Effluent Treatment Plant :-
Working/ Not Working
13. Facility installed for Monitoring Air pollution :-

14. Existence of separate shed for storing hazardous waste :-
15. Existence of Green Belt within the complex :-
16. Facilities for Workers
 - (a) Canteen –
 - (b) Washroom –
 - (c) First Aid –
 - (d) Availability of Medical Attendant –
 - (e) Ambulance –
 - (f) Conveyance/Conveyance Allowance –
17. Disaster Management Plan
 - (a) Existence of Disaster Management Plan –
 - (b) Incorporation of disaster resistant features in the building -
 - (c) Provision in building for prompt evacuation – of workers in case of disaster
 - (d) Details of training imparted on safety, search, - Rescue and evacuation operations
 - (e) Installation of fire fighting equipment –
 - (f) Status of functionality of fire fighting equipment –

18. Manufacturing Process :

Plant and Machinery

..... (Type)

.....(Location)

| No.of man power | Type of product | Name of product | Number per hour produced | Working/ Not working/not operational |
|-----------------|-----------------|-----------------|--------------------------|--------------------------------------|
| | | | | |

19. Any other observation:

Date of inspection:

Signature

Name:

Designation:

By order and in the name of the Governor.

**Dr. Thomas Chandy,IFS
Additional Chief Secretary,
Commerce and Industries Department.**